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CODIB-D-100

5 July 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Annual Report

1. Attached is a draft of the Fourth Annual Report to the USIB. I would like to have this basic report go forward as soon as possible. The departmental contributions submitted as appendices will be packaged and given supplemental distribution after all are received.

2. Would you then review the attached and telephone your concurrence or comments to the Secretary.



Paul A. Borel
Chairman

Attachment

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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Fourth Annual Report

Authorization

The USIB Committee on Documentation (CODIB) operates under DCID 1/4 (New Series) dated 26 June 1959.

Scope

This report covers CODIB activities during fiscal year 1961 in promoting the best use of available information of intelligence value. Following the previous years' pattern, the main report deals with activities and problems of general concern or interest. A list of CODIB documents issued during the year is attached as Appendix "A". Individual member agencies' developments in information processing are reflected in Appendix "B", distributed as a supplement to this report.

Activities

CODIB held nine formal meetings and issued 35 staff papers during the year. Its extant sub-groups now include one permanent Subcommittee (on

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classification) and two Working Groups (on remote systems input and emergency planning); Working Groups on common information report and name check formats were dissolved, these subjects being referred to the Staff for the Community Information Processing Study (SCIPS). Briefings or demonstrations given numbered 15, including field trips to the Air Force's Foreign Technology Division (AFSC/FTD) and its contractor organization at Battelle Memorial Institute in Dayton and Columbus, Ohio, respectively; to the Aeronautical Chart and Information Center (ACIC) in St. Louis; to the RCA plant in Princeton, New Jersey, for an Army/ACSI-MATIC briefing; and locally to the Army Map Service, the Naval Security Station (on the equipment emanations problem), and to NSA [redacted]. In addition, presentations were heard on CIA's projects [redacted] on CODIB-related activities of the COMINT Committee; on individual programs within the Army/RCA ACSI-MATIC framework; and on several commercial information processing systems or pieces of equipment.

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Membership

The Committee welcomed a new member agency and individual in Col. Alfred Asch, USAF, of DIA, and a new associate member in Dr. Burton Adkinson of the National Science Foundation. Personnel changes

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included Capt. Jack O. Johnson, USN, as Joint Staff member vice Capt. Richard H. Tenney, retired; Mr. John H. Toler as Air Force member vice Dr. John H. Kennedy; Mr. Lowell E. Dailey as DOD observer vice Mr. Hollis C. Brown, member; Mr. Dale Barnes as AEC member vice Mr. John A. Anderson; and, at its last meeting, LCDR William C. Patterson, Jr. vice Capt. Donald C. Higgins, USN, retired.

Study of USIB Information Processing Problems

The magnitude of this study and approval of its terms of reference were described in last year's report. During this reporting period, an implementation plan was developed and approved by the USIB (USIB-M-202, 28 Feb 62); a progress report on the disappointingly slow response ^{since} accelerated⁺ to efforts to staff SCIPS was prepared for the Board (USIB-D-39.7/4, 18 June 62); and the efforts of the partial SCIPS complement were devoted to identification of the specific Community components to be surveyed and the particular information to be sought. The approach being followed is to emphasize critical problems, but to investigate in parallel the broad areas to which the critical problem relates; thus, the capabilities and needs of existing automated systems

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will be examined in the context of reviewing information handling processes generally. The direction and consequent impact of new systems developments in DIA, the State Department, and AEC, as well as the existing systems in the other agencies, will be carefully studied. As was recognized by the United Nations International Standardization Organization (ISO) and reflected in a current publication⁽¹⁾, the time is ripe for standardization, particularly of codes, languages and media of information between information processing equipments. The need in the Intelligence Community to know not only who-has-what but also how best to ensure maximum rapid use of Community holdings is critical; the SCIPS investigation is the most comprehensive undertaking of its kind and should point the way to future compatible developments aimed at approximating as closely as possible this goal of maximum rapid exploitation.

All-Source Interests

The Terms of Reference for the SCIPS study provides for all-source considerations. During the year, considerable time was devoted to study

(1) Data Processing, June 1962: "Information Processing Standards" -
Richard F. Clippinger

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of papers generated by the USIB Security and COMINT Committees, to ensure that solutions to problems concerning (a) compartmentation vis-a-vis distribution of information and (b) the application of electronic data processing (EDP) to COMINT information were made in the context of both present and future systems considerations and not in isolation. There is much Community interest in all-source reference support, particularly in computer configurations. CODIB and the COMINT Committee were not as communicative with each other in past years as they could have been; we are starting off anew with the SIGINT Committee and propose a close alliance, including perhaps a joint subcommittee on EDP applications to special and collateral information.

Machine-Language Input

Related to both the above is the continued interest in the creation of machine language for computer input as a by-product of any typewritten reporting or file preparation. A CODIB working group continued its efforts to encourage development of a secure typewriter for use in Community-shared foreign posts. Specific guidance was developed to assist the Navy, which department was assigned the executive agency development role by the Communications Security Board. Considerable

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additional discussion went to security considerations in the readable emanations problem plaguing use of existing equipment (e.g. Flexowriter); the "quick-fix" goal to allow continued use of existing gear is a departmental responsibility under USCSB guidance.

To add emphasis to an inferred USIB endorsement of a policy calling for the capture of information in machine language now, in anticipation of inevitable future needs, a policy statement was drafted and is before the USIB for approval and issuance (USIB-D-39.5/14).

And in a slightly different communications facet, consideration was again given to a secure link between member agencies to allow for transmission (probably by facsimile means) of the document holdings of one group to a customer of another. At present, active interest involves CIA and the State Department, particularly since transfer of the political biographic processing and production functions from State to CIA. If the required security and service specifications can be met, it is anticipated that the bilateral nature of this interest will be supplanted by a more comprehensive Community program, particularly since the geographic separation between DIA, CIA, State and AEC makes reliance on courier service hazardous in meeting specific time requirements.

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Biographic Intelligence and Services of Common Concern

The transfer of State's biographic component to CIA triggered revision of DCID 1/9, which now assigns responsibility for maintenance of files and production of biographic intelligence on all but military personalities to CIA. This is the only aspect of information processing that has been specifically assigned by a DCID; reports on other subject interests are read, distributed, coded, stored and retrieved over and over again by each agency, or there is assumed a service of common concern role by CIA which is not specified by USIB legislation and which becomes harder to provide as the volume of incoming material increases and customer requests become more demanding and complex. As the Outlook section of last year's report states, it is hoped that the SCIPS study will assist the USIB in additional delegation of responsibility in this field.

Release of Intelligence to Contractors

This perennial CODIB interest commanded increased attention, largely because of three developments: revision of the old DCID 11/2 (now DCID 1/7) on distribution of classified intelligence; the State Department request for reconsideration of controls on certain materials to specifically designated contractors or consultants; the recent increase

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in requests to CIA for releases to non-USIB contractors, either for R&D support activities or for the production of studies, often of direct concern (if not the responsibility) of a USIB component. This all requires revision of the existing USIB policy document on contractor release (USIB-D-39.5/2); it also requires a reconciliation of somewhat conflicting philosophies such as the need to support scientific and technical R&D efforts, without however, wanting to give de facto approval to the generation of non-USIB studies not coordinated with, but on a subject of responsibility assigned to, the USIB. Some realistic approach, not seeking an either-or solution will be attempted within the framework of English-language semantics.

Defense Intelligence Agency

Surrounding, modulating, or stimulating much of our work has been the development of DIA. The need to tackle present DIA problems as well as future Community developments influenced implementation of the SCIPS plan, and has considerable significance in deciding on common indexing schemes, report formatting, input-output configurations generally, and the allocation of processing responsibilities. Rapid unilateral development in any USIB component (or major overseas command) could undo much that has been developed by CODIB or its predecessor; it is DIA's intent, within the

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pressures of present operational needs, to endorse and follow the CODIB community-oriented philosophy. The same can be said for the newly emerging systems developments in State and AEC, and hopefully (although here we naturally have less contact) in such plans as those of Headquarters, EUCOM. It will take considerable skill to ride the two sometimes seemingly competitive chariots of departmental and Community systems development.

Machine Translation

Work continues on several fronts; for the U.S. Government, R&D support responsibility belongs to an inter-agency committee chaired by the National Science Foundation. Major efforts supported by CIA and Air Force have not demonstrated sufficient progress to be given the nod for support on an operational basis. Details are now being finalized for implementing a CODIB-endorsed policy "that greater emphasis be placed on a coordinated program of directed research responsive to the priority needs of the Government. . . ."

Outlook

CODIB's FY 63 program is essentially that of SCIPS, coupled with the myriad ad hoc problems that will arise. In spite of painfully slow progress in assembling the SCIPS staff, the outlook for considerable positive gain,

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not only in information processing itself, but among production offices, operational components and policy levels, remains good. The keystone to its success is a duality: its staff and the support given it. The field of information processing involves, besides high-priced computer systems whose very dollar values command senior level attention, details such as report formatting, technical problems of microphotography of poor quality source documents, requests for common numbering systems for field reports - all of which, to the non-documentalist are mundane-sounding or picayune. This is understandable; but attention to these details can make or break the system designed to support a commander or policy planner. It is anticipated that the USIB and the various senior departmental levels will continue their support of the SCIPS effort and this CODIB philosophy.

Paul A. Borel
Chairman

Appendices:

- A: Checklist of CODIB Documents**
- B: Departmental Contributions (distributed separately)**

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APPENDIX A
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UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Checklist of Documents Issued in FY 1962

CODIB-D-36/3 8 February 1962	Distribution of the Intelligence Subject Code
CODIB-D-42/7 30 October 1961	U.S. Policy Regarding Release of Intelligence to Contractors
CODIB-D-42/8 2 November 1961	U.S. Policy Regarding Release of Intelligence to Contractors
CODIB-D-48/3 5 December 1961	Present Membership
CODIB-D-82/7 11 July 1961	Ideas in Processing Information
CODIB-D-82/8 12 July 1961	Study of USIB Information Processing Problems
CODIB-D-82/9 11 July 1961	Terms of Reference for Study of USIB Information Processing Problems
CODIB-D-82/10 28 July 1961	Terms of Reference for Study of USIB Information Processing Problems (Final)
CODIB-D-82/11 27 September 1961 (Limited Distribution)	Initial Study Plan Draft for the Study of Information Processing in the Intelligence Community
CODIB-D-82/12 15 November 1961	A System for Processing Fragmentary Intelligence Information

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CODIB-D-82/13 4 December 1961	Status Report on the Community Information Processing Study
CODIB-D-82/14 18 January 1962	Proposal for a Biographic Information Network
CODIB-D-82/15 21 February 1962	Implementation of SCIPS Plan
CODIB-D-82/16 23 February 1962	Implementation of SCIPS Plan
CODIB-D-82/7 29 May 1962	Staff for the Community Information Processing Study (SCIPS) (Progress Report)
CODIB-D-85/3 8 August 1961 (Limited Distribution)	Machine-Language Producing Typewriter for Overseas Installations
CODIB-D-87 6 July 1961	CODIB RCA/Princeton Field Trip
CODIB-D-87/1 27 July 1961	RCA/ACSI-MATIC Briefing, 14 July 1961
CODIB-D-88 12 July 1961	Revision of DCID No. 1/9: Biographic Intelligence
CODIB-D-88/1 28 September 1961	DCID 1/9: Biographic Intelligence
CODIB-D-89 21 July 1961	Naval Security Station Briefing
CODIB-D-90 9 August 1961	Proposed Dissolution of CODIB Working Groups on Common Information Report Format (WGIR) and Standard Name Check Format (WGSNF)
CODIB-D-91 18 September 1961	CODIB Field Trip: Dayton & Columbus, Ohio

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**CODIB-D-91/1
6 October 1961**

CODIB/CEFLP Field Trip: Dayton and Columbus, Ohio

**CODIB-D-92
29 September 1961**

Relocation of CODIB Chairman and Secretary

**CODIB-D-93
30 October 1961**

**Presentation: Sylvania Character Recognition Device
Research**

**CODIB-D-94 (SC)
21 November 1961
(Special Channels)**

**CODIB-D-94/1 (SC)
4 December 1961
(Special Channels)**

**CODIB-D-94/2 (SC)
25 May 1962
(Special Channels)**

**CODIB-D-95
6 December 1961**

Selection Policy of the CIA Library

**CODIB-D-96
27 February 1962**

Field Trip to ACIC, St. Louis

**CODIB-D-97
1 March 1962**

Automatic Data Processing

**CODIB-D-98
8 May 1962**

Planning for CODIB Attendance at IFIP Congress 62

**CODIB-D-99
8 May 1962**

**USIB Policy on Machine Language Preparation for Index
and Reference Collections (Draft)**

**CODIB-D-99/1
7 June 1962**

**USIB Policy on Machine Language Preparation for Index
and Reference Collections**

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